



VILLAGE OF BARKER PANDEMIC/EMERGENCY OPERATIONS PLAN

The following is an action plan for the Village of Barker to follow when deemed necessary to implement when dealing with emergencies associated with a pandemic.

1. Levels of Actions
2. Personnel, health Assessment and Education
3. Essential Services/Employees, remote working
4. Community Center/Tenants/Village Office/Lodge
5. Resources
6. Costs
7. Vacation
8. Emergency housing
9. Whistle blower
10. Personal Protective Equipment
11. Procurement of Personal Protective Equipment
12. Public Meetings
13. Leave Policy for Exposed Workers
14. Leave Policy on Health Testing, quarantine etc.
15. De-escalation of the Action Plan

1. Levels of Actions

The Village of Barker needs to develop a process to activate levels of response to this public health issue. This will allow a coordinated effort and response by the Village of Barker. Determination of the level of action will be made by the Village Mayor or Deputy Mayor.

Level 1: Active monitoring:

No cases in Niagara County

- More frequently clean common areas; including countertops, door hardware, etc.
- Communicate online or written memos to Village residents, employees, and board members
- Continue to monitor communication with Niagara County Department of Health
- Communicate to staff to stay home if sick/unwell
- Monitor illness among staff and board members
- Review and update emergency plans
- Weekly management meetings for updates
- Potentially limit all unnecessary work-related travel
- Potentially limit gatherings >50 persons to only essential events or consider postponing essential events

Level 2: Containment

Cases identified in Niagara County

- Increase disinfection process at all Village of Barker facilities and equipment

- Develop contingency plans and review business continuation plans
- Continue all level 1 activities

Level 3: Mitigation

Confirmed cases among employees, board members and staff of Community Center tenants

- The effected building will close for 24 hours while the local Department of Health investigates and sets forth a plan for further precautionary measures that the village must take to limit exposure
- Potentially cancel all Village events
- Communicate to staff about which employees are to report to maintain services and which employees work remotely
- Perform a deep cleaning of all areas
- Communications to Community and Employees

2. Personnel

Preventing the spread of illness is a community responsibility and needs to be a priority of the Village of Barker. *We encourage all to practice the following healthy behaviors:*

- Frequent handwashing with soap and water for at least 20 seconds, especially after handing money or use available hand sanitizer located throughout the Village buildings and workstations
- Avoid touching your eyes, nose, and mouth
- Cover coughs or sneezes with your elbow
- Stay home when sick and seek medical attention when necessary
- Avoid close contact with people who are sick or exposed
- Clean and disinfect frequently touched objects and surfaces such as counters, phones, doorknobs, and light switches, etc.
- Social distancing of employees will be practiced for all interactions; a minimum of 6 feet must be maintained. Please refrain from bodily contact. Also, refrain from the sharing of equipment and workspaces unless they have been properly sanitized.
- Face mask or cloth covering must be worn when within 6 feet of another village official/employee and when interacting with the public. Face masks were provided by the Village and are expected to be worn when necessary, no exceptions.

Employees should notify their supervisor and not report to work if they show symptoms of the virus, such as fever, cough, acute respiratory illness. The Village may require additional assessments be taken, such as, but not limited to, Covid-19 test, physician release order to return to work and or isolation if it has been determined the employee has been infected or exposed to the virus. Each circumstance will be handled individually and confidentially while working with all guidance from the CDC, NYS and County Health.

Employees shall follow all protocols and guidelines set forth by the Mayor and/or Deputy Mayor to ensure the health and safety of all. As per the Village of Barker's Handbook practices for officials/employees, refusal to participate in these policy procedures will result in discipline for *insubordination*.

If insubordination occurs the following steps will be followed:

Reprimand/warning

Suspension without pay for a period determined by the Board of Trustees
Dismissal

Education

- Emphasize staying home when not feeling well, educate respiratory etiquette and proper hand hygiene by all employees.
 - Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
 - Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.
 - Advise employees before traveling to take certain steps:
 - Check the CDC's Traveler's Health Notices and NYS for the latest guidance and recommendations for each country to which you will travel. Specific travel information for travelers going to and returning from China can be found on the CDC website.
 - Check for symptoms of acute respiratory illness before starting travel and notify supervisor and stay home if sick.
 - Ensure employees who become sick while traveling understand they should notify their supervisor and promptly call a healthcare provider for advice if needed.
 - If outside the US, sick employees should contact a healthcare provider or overseas medical assistance company to assist them with finding an appropriate healthcare provider in that country. A US consulate officer can help locate healthcare services.
- Remote working: The Village will provide non-essential and essential employees the necessary equipment to work remotely when needed (refer to the handbook for use on Village owned equipment). The Mayor will determine schedules for departments/employees as necessary (who is in the office and working remotely). The Village Mayor will assess each employee's environment to make sure it is safe and limited distraction to work from home. A daily/weekly outline will be provided to each employee the expectations of the job duties to be completed remotely.

3. Essential Services for the Village of Barker:

The Village has identified essential/ non-essential workers and essential services that we will maintain during a public health crisis. All non-essential and some essential employees can work from home via Village owned laptop devices.

Essential services are:

Village Hall Office:

- Communications to village residents, agencies, Village Board, staff
- Answer phones and e-mails
- Receive payment of bills
- Taxes, water billings
- Payroll/Retirement
- Vouchers

- Budget preparation
- Cleaning and disinfection of Village Hall
- Meeting preparation
- Financial statements, paying bills and budget monitoring

Code enforcement:

- Inspections of current construction
- Code Violations/emergencies
- Issuance of new permits

Fire Marshall

- Inspect structural and electrical damage caused by fire
- Inspect building damage weather events or accidents
- Fire emergencies
- State required inspections

Department of Public Works (DPW):

- Village owned property maintenance (mowing, shoveling snow, chipping)
- Water leaks
- Water sampling
- Weather related events that require attention
 - Flooding
 - Wind
 - Power outages
 - Snow/ice
- Street Maintenance

Police Department:

- Public Safety response
- Road Patrol

Essential employees identified:

All DPW Employees
 Village Clerk-Treasurer
 Deputy Village Clerk-Treasurer
 Code/Building/Fire Marshall
 Police Department

The above employees are considered essential because their job functions must continue for the Village to operate and keep the welfare/safety of the residents.

Non-essential identified (to work remotely and on site when appropriate)

Historian
 Typist
 Village, Planning & Zoning Board members

The remote working plan for non-essential worker is to answer emails or phone calls as needed since these positions are not full time.

Staggered work shifts:

The Village Mayor in conjunction with the appropriate department head will devise a staggered work schedule for the DPW, Village Hall Office, Code Enforcement and Police Department to limit the number

of employees in direct contact with each other. The DPW crew can work in two separate crews and the Village Hall Office can stagger shifts and workdays to minimize contact between employees.

- The Village Hall will operate with the Clerk-Treasurer and Deputy Clerk-Treasurer alternating days, the Clerk-Treasurer 3 days per week and the Deputy Clerk-Treasurer 2 days per week unless the Clerk-Treasurer is using accrued time off. If the Clerk-Treasurer and Deputy Clerk-Treasurer need to work on task that requires both employees to be in the office, they will use appropriate PPE to ensure the safety of each other, social distance and follow strict cleaning protocols.
- The Department of Public Works will limit 2 employees to a given day and may stagger their working shift if the tasks that need to be completed can be done safely alone, if a two person crew is needed they will use appropriate PPE to ensure the safety of each other, social distance and follow strict cleaning protocols.

Documentation of Hours and Working Locations for Essential Employees:

When an essential employee is working from a remote location during the public health crisis, they will document on their time sheet the hours and location where they completed their remote work on that given day. The documentation of the hours worked are to mirror the hours the employee would normally work when on site and not exceed the normal number of hours unless approved by the Mayor. During the normal standard workday, the essential employee is expected to complete necessary tasks, answer emails, take online training courses and answer phone calls.

4. Modify Village Hall Office

The Village will evaluate the opening of the Village Hall office and each month at the Village Board meeting and determine whether to open the Facilities.

If the Village Hall must close to the public, the office will still be available by appointment only. When the Village Hall is by appointment only the following precautions will be in effect:

- The front door will remain locked and will be let in one at a time due to space constraints
- Masks must be worn by the public
- Signage indicating the appropriate precautions in place
- Social distancing in effect

5. Resources

- Center of Disease Control and Prevention (CDC)
- NYS Department of Health
- Niagara County Department of Health

6. Costs

The Village of Barker will track costs throughout each event (labor, purchases, etc.) for possible reimbursement from FEMA/SEMO or other agencies.

7. Vacation: Employees will follow the State guidelines for traveling and adhere by the recommendations. If a mandatory quarantine is in effect and the employee chooses to travel, they will have to use accruals during the quarantine period or take an unpaid leave of absence.

8. Emergency housing Protocol: The Niagara County Department of Health (NCDOH) Isolation and Quarantine, once a person is identified as an isolation or quarantine by the NCDOH, a wraparound service needs survey is completed. Any needs identified (to include housing, food, laundry, etc.) are

coordinated by the county or state contact tracers in partnership with local municipalities, agencies, and organizations.

9. Whistleblower: The Village will provide an anonymous way (via outside drop box) of reporting concerns regarding pandemic emergency related issues if the employee does not feel they can communicate with their supervisors and or Mayor/Deputy Mayor.

10. Personal protective Equipment: The Village will maintain at least six months of PPE for all employees and keep them in a properly stored environment. The Village will follow CDC, NYS and County guidelines on mandating employees wear the appropriate PPE. Recommendations may vary based on the job being performed.

11. Procurement of Personal Protective Equipment: The Village of Barker will strive to have a 6-month supply of PPE in stock to be prepared for a public health emergency. When PPE needs to be purchased the proper procurement policy will be in effect unless a state of emergency is declared. At such time that a state of emergency is declared the following procurement practices will be in effect:

- Search multiple companies/sites to try to find the best price on the product
- Check with Niagara County Emergency Management about PPE and products that they may have a supply of from New York State. For example, hand sanitizer
- If limited supplies of necessary products exist, then purchase the product where you can get your order filled
- If the supplies you need cannot be found anywhere for purchase, look at making a similar product such as homemade disinfectant cleaner, disinfectant wipes, hand sanitizer or fabric masks
- If the supplies you need cannot be found anywhere for purchase, also look to organizations that would be willing to donate needed supplies. For example, cloth masks
- As supplies begin to be readily available restock the PPE supply to ensure an adequate amount is on hand for the next public health emergency

12. Public Meetings: The Village will follow the Governor's guidelines on public meetings. The Village if possible, will offer in person meetings with social distancing in place being held outside, as well as offering zoom meetings for residents/guests.

13. Leave Policy for Exposed Workers

Public employers must provide employees with 14 days of paid sick leave and job protection for the duration of the order of quarantine or isolation. An employee is eligible for paid time off if they present to their employer a "mandatory or precautionary order of quarantine or isolation." Such an order (a "COVID-19 Order") is one issued by the "state of New York, the department of health, local board of health, or any government entity duly authorized to issue such order due to COVID-19." The New York State Department of Health has issued guidance to confirm that only those employees who have been exposed to COVID-19 in some fashion, or traveled to a high-risk area, will be allowed leave under the law. An employee will receive a COVID-19 Order if their health care provider notifies the infection control personnel at New York State or a local health department that the employee is a "Patient Under Investigation" for COVID-19. This may be due to the employee's own condition or that of a member of the employee's household. The local health department then issues an order of quarantine after receiving this notification. Importantly, if an employee has received only a quarantine or isolation

recommendation from their own health care provider, but not a quarantine or isolation order from the health department, this leave is not available. Full time employees that need to utilize the use of accruals may do so at their discretion. A return to work letter must be provided by the employees' health professional.

14. Leave Policy for health testing, Exposure & Quarantine

COVID-19 affects different people in different ways. Infected people have had a wide range of symptoms reported – from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

Fever or chills	Cough
Shortness of breath or difficulty breathing	Fatigue
Muscle or body aches	Headache
New loss of taste or smell	Sore throat
Congestion or runny nose	Nausea or vomiting
Diarrhea	

Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

Trouble breathing	Persistent pain or pressure in the chest
New confusion	Inability to wake or stay awake
Bluish lips or face	

Call your medical provider for any other symptoms that are severe or concerning to you.

Exposure to a health pandemic can vary greatly, if you have a child home sick with symptoms/a child sent home with symptoms from school or have been notified that you or a family member are under quarantine due to exposure please contact your supervisor immediately. If exposure happens while conducting Village business, notify your supervisor immediately. Proper sanitation practices will be put in place and the Mayor will be notified. Use of proper PPE is essential to limit exposure while keeping fellow Village employees and residents safe while conducting official business.

The Village will work cooperatively with the Niagara County Department of Health to ensure proper protocols are met and adhered to.

An employee may take time off to go be tested using accrual time (if applicable), if the test comes back positive then the accrual time will be reinstated, as per the leave policy for exposed workers. Any employee that has feels unwell or has symptoms associated with COVID are asked to call their supervisor immediately. ***DO NOT REPORT TO WORK IF FEELING UNWELL.***

The protocol for employees feeling unwell is as follows:

If you become symptomatic

Check the Niagara County Dept. of Health website for guidance & call the NYS Novel Coronavirus Hotline 1-888-364-3065

If you are symptomatic

- Stay home from work
- Call your health care provider in advance of a visit, if you are unable to reach your health care provider call ahead at the urgent care center or ER *calling ahead is essential
- Limit your movement in the community
- Limit visitors

If diagnosed notify your employer how long before you may return to work. You may not return to work until you return a negative test result and/or are no longer contagious.

15. De-escalation of the Action Plan

Local conditions will influence the decisions that public health officials make regarding

community-level strategies. The Village needs to remain in contact with NYS Department of Health and Niagara County Health Department to assess the progression of disease severity to determine de-escalation timing and plan.

This policy does not replace any language in the Village of Barker Employee handbook